

# IDAHO PUBLIC WORKS CONTRACTORS LICENSING BOARD MEETING

**Monday – October 1, 2007 – 9:00 A.M.**

**Division of Building Safety  
Board Conference Room  
1090 East Watertower Street  
Meridian, ID 83642**

*NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.*

The meeting was called to order by Chairman Dick Anderson at 9:02 a.m. on Monday, October 1, 2007.

**Board Members Present:**

Dick Anderson, Chairman  
Bob Angle  
Steffani Lippert  
Jerry A. Peterson  
John Sheldon  
Ken Worst

**DBS Staff Members:**

Kelly Pearce, Administrator  
Steve Keys, Deputy Administrator, Operations  
Eric Fieldstad, Deputy Administrator, Administration  
Roger Gabel, Deputy Attorney General  
Jean Frenette, PWCL Bureau Chief  
Bill Hatch, Public Information Officer  
Heather Carr, Licensing Outreach Advisor  
Al Caine, Licensing & Compliance Manager  
Danielle Lefler, Administrative Assistant to Operations  
Renee Bryant, Administrative Assistant to Boards

**Board Members Absent:**

Torry McAlvain, Vice Chairman

Chairman Dick Anderson welcomed new board members Jerry A. Peterson and John Sheldon.

Bob Beer and David Bennion were presented plaques for their many years of service on the Board.

♦ **Approval of October 1, 2007 Agenda**

Dick Anderson would like the Board to review the “tentative” agenda prior to distribution; contacting Renee Bryant with any additional topics to be addressed at the meetings.

**MOTION:** Steffani Lippert moved to approve the agenda as presented. John Sheldon seconded. All in favor, motion carried.

**ACTION:** Upon the Chairman and DBS staff creating the “tentative” agenda, the Board will receive a copy for their review/input. One week following the Board’s review, the agenda will be dispersed and posted to the Board’s website.

♦ **Approval of August 6, 2007 Board Meeting Minutes**

**MOTION:** Bob Angle moved to approve the minutes as presented. Ken Worst seconded. All in favor, motion carried.

◆ **Schedule 2008 Meeting Dates**

Following are the suggested 2008 PWCL Board meetings: January 7th (Monday), April 7th (Monday), July 7th (Monday) and October 6th (Monday). The meetings will commence at 9:00 a.m. (MST) at the Division of Building Safety's Meridian office.

**MOTION:** Bob Angle made a motion to accept the 2008 PWCL Board meeting dates. Steffani Lippert seconded. All in favor, motion carried.

◆ **Sub-Contractors Working Under P.W. Contractor's License**

Chairman Dick Anderson reviewed, for the new board members, the topic's history. There is currently a moratorium on legislation, therefore; the Board would not be able to create legislation until the fall of 2008. It was suggested an association would be more appropriate to facilitate legislation for the 2008 legislative session.

**MOTION:** Bob Angle made a motion to allow subcontractors, working under a licensed Public Works contractor to do work up to ten thousand dollars (\$10,000.00) without a license.

**MOTION (WITHDRAWAL):** Bob Angle withdrew his motion. He would like the Board to continue discussing/resolving this issue.

◆ **P.W. Contractor License Exam**

The Division held a one-day exam workshop. Due to lack of participation, the Division offered several options in which the Board could review the business law exam. The Board agreed to individually review/take the exam prior to the January 2008 PWCL Board meeting. An ICES non-disclosure form was distributed to the Board for their signatures.

**ACTION:** Renee Bryant is to e-mail ICES' Confidentiality Agreement to Torry McAlvain. Upon receiving Mr. McAlvain's signed agreement, Al Caine will request hard copies of ICES' contractor exam and reference manuals for all board members. The board members are to review/take the exam prior to their January 7, 2008 Board meeting.

◆ **Financial Report**

The Division's FY'08 Strategic Plan, an annual requirement from the Governor's office, was distributed to the Board.

The financial report was submitted; showing strong revenues for the first two months of fiscal year 2008. A new "streamline" financial report will be presented at the January 2008 Board meeting.

◆ **Bureau Chief's Report**

Minidoka School District – The Division determined Chevron USA and Chevron ES are two separate companies. With no license and unable to utilize Chevron USA's license; Chevron ES vacated their contract with the school district. The school district will begin the bid process again.

The Division has asked to speak at future School Superintendent's meeting; enlightening superintendents statewide of the Division's role in creating a safer Idaho.

Prairie Transfer Station – A contractor was bidding out of class. As a result, the bid was rejected and the job was made public for rebid.

Complaints/Violations – Seven complaints have been closed-out since the August 8<sup>th</sup> Board meeting (two out-of-class, four naming laws and one incorrect license.) The Division is currently investigating 19 infractions.

Outreach Program – A presentation, made by Heather Carr, was well received by AGC. Ms. Carr has been asked to prepare a presentation for the AGC in Eastern and Northern Idaho.

♦ **Administrator’s Report**

Audio Streaming - The Division is working to create an audio link on the Division Board’s website. The link will be called “Audio Streaming for Board Meetings”. Beginning in 2008 DBS’ Board meetings, held at the Division’s Meridian office, will be broadcast through this link.

DPW – There has been talk of developing a working business relationship between DPW and DBS.

Board Room Reconfiguration - The Board room will be reconfigured; placing portable units in a u-shape setting with audience seating.

Governor’s Cabinet Meeting Presentation – The Division hosted the Governor’s Cabinet meeting on September 25, 2007. Bill Hatch presented, to the Board, the Governor’s Cabinet meeting presentation. The presentation consisted of the CAS system, implementation of the Outreach and Education Programs, consolidation of services (Plan Review Unit and Office Services Group) and newsletter.

**MOTION:** Jerry A. Peterson made a motion to adjourn the meeting. Steffani Lippert seconded. All in favor. Meeting adjourned at 11:50 a.m.

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RICHARD ANDERSON, CHAIRMAN  
PUBLIC WORKS CONTRACTORS  
LICENSING BOARD

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C. KELLY PEARCE, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE

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DATE